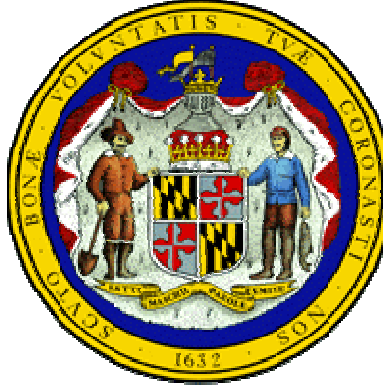


MARYLAND STATE GOVERNMENT

Martin O'Malley
Governor

Anthony Brown
Lieutenant Governor



T. Eloise Foster
Secretary

"Excellence in Public Service"

INTERVIEW AND HIRE CLASSIFICATIONS

(Entry-level Positions)

DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
RECRUITMENT AND EXAMINATION DIVISION
301 WEST PRESTON STREET
BALTIMORE, MARYLAND 21201
410-767-4850 or 800-705-3493
TTY - Maryland Relay Service 800-735-2258
Website: www.dbm.maryland.gov

Maryland State Government is an Equal Opportunity Employer

MARYLAND STATE GOVERNMENT

INTERVIEW AND HIRE CLASSIFICATIONS

"Interview and Hire" jobs are entry-level positions that range from grades five (5) to eight (8). They are filled directly by individual State Agencies or Facilities. State Personnel Management System examinations are generally not given for Interview and Hire classifications. It is necessary to submit Interview and Hire applications directly to the hiring agency (where the positions exist).

The Interview and Hire Application (MS 104) may be downloaded from the State of MD website, www.dbm.maryland.gov. Click on *Job Seekers* and then look for the *Employment Application* box, where you will find the Interview and Hire Application near the bottom of the left-hand side. You may also want to call the hiring agency for an Interview and Hire application. Once you have completed the application, mail it to the hiring agency.

How to use this brochure: From the list of positions provided below, choose the positions you are most interested in or for which you qualify. Use the tables provided throughout this literature to determine which agencies hire for the chosen positions. It is suggested that these agencies be contacted by phone or mail to find out 1) what positions for which the agency is accepting applications; 2) what is currently open (applications are sometimes accepted and kept in a "bank" even though positions may not be open); and 3) to get an application. Salary information may be found on the website, www.dbm.maryland.gov. Look for State Salary Plans and Schedules. Call the individual agency or 410-767-4850 to request salary information.

Current Interview and Hire Positions with Minimum Education and Experience Requirements, including Licenses, Registration and Certificates, Conditions of Employment or Special Requirements:

Autopsy Assistant Trainee, Grade 6: High School Diploma or equivalency certificate; no experience required.

Autopsy Assistant, Grade 7: High School Diploma or equivalency certificate; one year of experience embalming or assisting in the performance of autopsies on humans required.

Building Security Officer Trainee, Grade 5: ability to read and write; no experience required; may require a valid Maryland motor vehicle operator's license; subject to call 24 hours a day.

Building Security Officer I, Grade 5: ability to read and write, six months of experience in building security work required; may require a valid Maryland motor vehicle operator's license; subject to call 24 hours a day.

Building Services Worker I, Grade 5: no experience or education required; may require a valid Maryland motor vehicle operator's license; subject to call 24 hours a day.

Building Services Worker II, Grade 5: no minimum education required, six months of experience in building maintenance, cleaning and servicing; may require a valid Maryland motor vehicle operator's license; subject to call 24 hours a day.

Clerical Assistant, Flat Rate \$17,950: no minimum education or experience required.

Computer Operator Trainee, Grade 8: High School Diploma or equivalency certificate, one year of experience keying large amounts of alpha, numeric or symbolic data into computer or onto magnetic tape or disk according to a production schedule, or one year of experience assisting in the operation of multipurpose, multi-tasking computer systems to include the preparation of magnetic tape or other materials of computer input as well as the collection, control and disbursement of computer output.

Interview and Hire Positions (Continued)

Data Entry Operator I, Grade 6: completion of the eighth grade; no experience required; ability to type a minimum of forty words per minute or 100 keystrokes per minute.

Data Entry Operator II, Grade 7: completion of the eighth grade, one year of experience keying large amounts of alpha, numeric or symbolic data into computer or onto magnetic tape.

DP Production Control Specialist Trainee, Grade 6: High School Diploma or equivalency certificate; no experience required.

DP Production Control Specialist I, Grade 8: High School Diploma or equivalency certificate, one year of experience scheduling or setting up data processing jobs for production, controlling data input and output or maintaining a tape library for multipurpose, multi-tasking computers.

Direct Care Trainee, Grade 5: High School Diploma or equivalency certificate; must possess a current certificate as a Nursing Assistant from the MD State Board of Nursing **or** successfully completed a Board of Nursing approved nursing assistant training program and received certification **within sixty days of the date of hire**; may require a valid Maryland motor vehicle operator's license. A Class "C" motor vehicle operator's license valid in the State of Maryland may also be required for some positions. Persons appointed to positions in this classification may be required to successfully complete and maintain current certification of cardio-pulmonary resuscitation training. A physical examination may be required to demonstrate the ability to perform the work of the position.

Family Support Worker Trainee, Grade 7: High School Diploma or equivalency certificate; no experience required.

Fiscal Accounts Clerk Trainee, Grade 6: High School Diploma or equivalency certificate; no experience required.

Food Service Worker I, Grade 5: no minimum education or experience required; may require a valid Maryland motor vehicle operator's license.

Grounds Keeper I, Grade 5: no minimum education or experience required; may require a valid Maryland motor vehicle operator's license, and may be subject to call 24 hours a day.

Grounds Keeper II, Grade 5: no minimum education required, six months of experience in the care and maintenance of grounds; may require a valid Maryland motor vehicle operator's license and may be subject to call 24 hours a day.

Health Records Technician Trainee, Grade 7: High School Diploma or equivalency certificate; no experience required; demonstrated ability to type a minimum of 20 words per minute.

Linen Service Worker I, Grade 5: no minimum education or experience required; may require a valid Maryland motor vehicle operator's license.

Linen Service Worker II, Grade 5: no minimum education required, six months of experience inspecting, sorting, folding and distributing garments and linens; may require a valid Maryland motor vehicle operator's license.

Office Appliance Clerk I, Grade 5: completion of the eighth grade; no experience required.

Office Appliance Clerk II, Grade 6: completion of the eighth grade, one year operating, adjusting and maintaining production equipment used in mailroom, print shop or microfilm operations.

Office Clerk Assistant, Grade 5: completion of the eighth grade; no experience required.

Office Processing Assistant, Grade 5: completion of the eighth grade; no experience required; demonstrated ability to accurately type a minimum speed of forty words per minute.

Office Processing Clerk I, Grade 6: completion of the eighth grade, six months of experience (or five clerical courses in) typing correspondence, reports, charts or other documents from rough draft, corrected copy, or oral instruction on a typewriter or on a computer keyboard; demonstrated ability to accurately type a minimum speed of forty words per minute.

Sailor II, Grade 6: One year of experience engaged in the performance of ordinary sailor or deckhand duties aboard a vessel.

Stock Clerk I, Grade 5: no minimum education or experience required; may require a valid Maryland motor vehicle operator's license.

Telephone Operator I, Grade 5: completion of eighth grade, no experience required; may be subject to call 24 hours a day.

Telephone Operator II, Grade 6: completion of eighth grade, no experience required; may be subject to call 24 hours a day.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

MENTAL HYGIENE FACILITIES

| Position Title | Agency and Telephone Contact Information | Mailing Address |
|--|---|--|
| Food Service Worker I Grounds Keeper I/II Health Records Technician Trainee Office Processing Assistant Office Processing Clerk I | Clifton T. Perkins Hospital Center 410-724-3017 | 8450 Dorsey Run Road P. O. Box 1000 Jessup, MD 20794 |
| Building Services Worker I/II Direct Care Trainee Food Service Worker I Health Records Technician Trainee | Eastern Shore Hospital Center 410-221-2327 | 5262 Woods Road P.O. Box 800 Cambridge, MD 21613 |
| Building Security Officer Trainee Building Security Officer I Building Services Worker I/II Direct Care Trainee Food Service Worker I | Regional Institute for Children and Adolescents (Baltimore) 410-368-7829 | 605 S. Chapelgate Lane Baltimore, MD 21229 |
| Building Services Worker I/II Direct Care Trainee Food Service Worker I Grounds Keeper I/II | John L. Gildner Regional Institute for Children & Adolescents 301-251-6800 | 1500 Broschart Road Rockville, MD 20850 |
| Building Security Officer Trainee Building Security Officer I Building Services Worker I/II Computer Operator Trainee Data Entry Operator I, II Direct Care Trainee Fiscal Accounts Clerk Trainee Grounds Keeper I, II Food Service Worker I Health Records Technician Trainee Linen Service Worker I Office Processing Assistant Office Processing Clerk I Stock Clerk I Telephone Operator I, II | Springfield Hospital Center 410-970-7025 | 6655 Sykesville Road Sykesville, MD 21784 |
| Building Services Worker I/II Direct Care Trainee Food Service Worker I Linen Service Worker I | Spring Grove Hospital Center 410-402-7502 | 55 Wade Avenue P.O. Box 3235 Catonsville, MD 21228 |
| Building Security Officer Trainee Building Services Worker I/II Direct Care Trainee Health Records Technician Trainee Linen Service Worker I Telephone Operator I | Thomas B. Finan Center 301-777-2235 | 10102 Country Club Rd, SE P.O. Box 1722 Cumberland, MD 21501 |

MENTAL HYGIENE FACILITIES (Continued)

| | | |
|---|---|--|
| Building Services Worker I/II Direct Care Trainee Grounds Keeper I/II Health Records Technician Trainee Office Processing Assistant | Upper Shore Community Mental Health Center 410-778-6800 | 300 Scheeler Road P.O. Box 229 Chestertown, MD 21620 |
| Direct Care Trainee | Walter P. Carter Center 410-209-6072 | 630 West Fayette Street Baltimore, MD 21201 |

DEVELOPMENTAL DISABILITIES FACILITIES

| Position Title | Agency and Telephone Contact Information | Mailing Address |
|--|---|--|
| Building Security Officer Trainee Building Security Officer I Building Services Worker I/II Direct Care Trainee Food Service Worker I Grounds Keeper I/II Linen Service Worker I Telephone Operator I | Holly Center 410-572-6200 | 926 Snow Hill Road P.O. Box 2358 Salisbury, MD 21802 |
| Direct Care Trainee Health Records Technician Trainee Office Processing Assistant | Joseph D. Brandenburg Center 301-777-2250 | 10100 Country Club Road P. O. Box 1722 Cumberland, MD 21501-1722 |
| Building Services Worker I/II Direct Care Trainee Health Records Technician Trainee | Potomac Center 240-313-3561 | 1380 Marshall Street Hagerstown, MD 21740 |
| Direct Care Trainee Food Service Worker I/II Telephone Operator I/II | Rosewood Center 410-951-5163 | 200 Rosewood Lane Owings Mills, MD 21117 |

FACILITIES FOR THE ELDERLY AND THOSE WITH CHRONIC ILLNESSES

| Position Title | Agencies and Contact Information | Mailing Address |
|--|--|---|
| Telephone Operator I | Deer's Head Center 410-543-4040 | 351 Deer's Head Hospital Rd P.O. Box 2018 Salisbury, MD 21801 |
| Building Services Worker I/II Direct Care Trainee Food Service Worker I Grounds Keeper I/II Linen Service Worker I | Western Maryland Hospital Center 301-791-4498 | 1500 Pennsylvania Avenue Hagerstown, MD 21742 |

PUBLIC HEALTH AGENCIES

The **Positions** listed in the table below are used by all of the Public Health Agencies that are also listed.

| | |
|---|---|
| Building Services Worker I/II Grounds Keeper I/II Building Security Officer I Building Security Officer Trainee Direct Care Trainee (Kent and Carroll Co. only) | Fiscal Accounts Clerk Trainee Health Records Technician Trainee Office Clerk Assistant Telephone Operator I/II |
|---|---|

ALLEGANY CO. HLTH. DEPT.

12501 Willowbrook Rd, SE
P.O. Box 1745
Cumberland, MD 21502
301-759-5008

ANNE ARUNDEL CO. HLTH. DEPT.

Health Services Building
3 Harry S. Truman Parkway
Annapolis, MD 21401
410-222-7095

CALVERT CO. HLTH. DEPT.

975 Solomons Island Rd
P.O. Box 980
Prince Frederick, MD 20678
410-535-5400 Ext.303

CAROLINE CO. HLTH. DEPT.

403 S. 7th Street, P.O. Box 10
Denton, MD 21629
410-479-8037

CARROLL CO. HLTH. DEPT.

290 South Center Street
P. O. Box 845
Westminster, MD 21158
410-876-4969

CECIL CO. HLTH. DEPT.

401 Bow Street
Elkton, MD 21921
410-996-5550, ext. 109

CHARLES CO. HLTH. DEPT.

4545 Crain Highway
White Plains, MD 20695-1050
301-609-6947

DORCHESTER CO. HLTH. DEPT.

3 Cedar Street
Cambridge, MD 21613
410-901-8140

FREDERICK CO. HLTH. DEPT.

350 Montevue Lane
Frederick, MD 21702
301-631-3105

GARRETT CO. HLTH. DEPT.

1025 Memorial Dr
Oakland, MD 21550
301-334-7705

HARFORD CO. HLTH. DEPT.

120 Hays Street
P.O. Box 797
Bel Air, MD 21014-0797
410-879-2404 Ext. 401

HOWARD CO. HLTH. DEPT.

7178 Columbia Gateway Dr
Columbia, MD 21046
410-313-6361

KENT CO. HLTH. DEPT.

125 S. Lynchburg Street
Chestertown, MD 21620
410-778-1350 Ext.7033

PRINCE GEORGE'S CO. HLTH. DEPT.

1701 McCormick Drive Suite 120
Largo, MD 20774-5310
301-883-7834

QUEEN ANNE'S CO. HLTH. DEPT.

206 N. Commerce Street
Centreville, MD 21617
410-758-0720 Ext.312

ST. MARY'S CO. HLTH. DEPT.

21580 Peabody Street
PO Box 316
Leonardtown, MD 20650-0316
301-475-4313

SOMERSET CO. HLTH. DEPT.

7920 Crisfield Highway
Westover, MD 21871-3966
443-523-1710

TALBOT CO. HLTH. DEPT.

100 S. Hanson St.
Easton, MD 21601
410-819-5669

WASHINGTON CO. HLTH. DEPT.

1302 Pennsylvania Ave.
Hagerstown, MD 21742
301-313-3489

WICOMICO CO. HLTH. DEPT.

108 East Main Street
Salisbury, MD 21801-4921
410-543-6932

WORCESTER CO. HLTH. DEPT.

6040 Public Landing Road
Box 249
Snow Hill, MD 21863-6072
410-632-1100 Ext. 3022

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

| Position Title | Agency and Telephone Contact Information | Mailing Address |
|--|---|--|
| Autopsy Assistant Autopsy Assistant Trainee | Medical Examiners Office 410-333-3250 | Office of the Chief Medical Examiner 111 Penn Street Baltimore, MD 21201 |

PUBLIC SAFETY/JUVENILE SERVICES/LAW ENFORCEMENT CAREERS

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

| Position Title | Agency and Telephone Contact Information | Mailing Address |
|---|---|--|
| Clerical Assistant Computer Operator Trainee Data Entry Operator I & II Fiscal Accounts Clerk Trainee Laboratory Technician I Office Clerk Assistant Office Processing Clerk I Telephone Operator I & II | Department of Public Safety and Correctional Services 410-585-3060 | Recruitment & Examination Unit 6776 Reisterstown Road, Suite 309 Baltimore, MD 21215 Note: DPSCS has institutions and offices throughout Maryland that sometimes have vacancies in these classes. |

YOUTH CENTERS AND FACILITIES FOR JUVENILES

| Position Title | Agency and Telephone Contact Information | Mailing Address |
|---|---|---|
| Food Service Worker I | Baltimore City Juvenile Justice Center 443-263-8187 | 300 N. Gay Street Baltimore, MD 21202 |
| Grounds Keeper II Linen Service Worker Stock Clerk II | Charles H Hickey, Jr. Detention Center 410-668-3300 | 2400 Cub Hill Road Baltimore, MD 21234 |
| Food Service Worker I | Cheltenham Youth Facility 301-396-5000 Baltimore Line: 410-230-3460 | P.O. Box 160 11001 Frank Tippet Road Cheltenham, MD 20623 |
| Office Clerk Assistant Office Processing Clerk I | Department of Juvenile Services Youth Centers 301-777-2490 | 326-328 Queen City Drive Cumberland, MD 21502 |
| Food Service Worker I | Lower Eastern Shore Children's Center 443-523-1539 or 443-523-1548 | 405 Naylor Mill Road Salisbury, MD 21801 |
| Food Service Worker I | Waxter Children's Center 301-362-6172 | 375 Red Clay Road, S.W. Laurel, MD 20724 |
| Building Service Worker I | Western Maryland Children's Center 301-745-6021 | 18420 Roxbury Road Hagerstown, MD 21740 |
| Building Service Worker I Food Service Worker I | Victor Cullen Academy 301-241-4024 | 6000 Cullen Drive Sabillasville, MD 21780 |

MARYLAND STATE POLICE

| | | |
|-----------------------|---------------------------------------|--|
| Data Entry Operator I | Maryland State Police 410-653-4349 | 1201 Reisterstown Road Pikesville, MD 21208 |
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BUSINESS & FINANCIAL, EDUCATION, SOCIAL/HUMAN SERVICES AND OTHER SPECIALIZED AGENCIES

COMPTROLLER OF MARYLAND

| | | | |
|---|--|---|--|
| Building Security Officer I Building Services Worker I/II Clerical Assistant Computer Operator Trainee Data Entry Operator I/II DP Production Control Specialist Trainee | DP Production Control Specialist I Fiscal Accounts Clerk Trainee Office Clerk Assistant Office Processing Assistant Office Processing Clerk I Stock Clerk I | Comptroller of Maryland 410-260-7695 | Office of Personnel Services Louis L. Goldstein Treasury Building 80 Calvert Street Room 211 Annapolis, MD 21401 |
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DEPARTMENT OF BUDGET AND MANAGEMENT

| | | |
|---|--|---|
| Data Entry Operator I/II Fiscal Accounts Clerk Trainee Office Clerk Assistant | Department of Budget and Management (Baltimore Office) 410-767-2244 | 301 West Preston Street, Rm. 602 Baltimore, MD 21201 |
| Fiscal Accounts Clerk Trainee Office Clerk Assistant Stock Clerk I | Department of Budget and Management (Annapolis Office) 410-260-7750 | 45 Calvert Street, Rm. 247 Annapolis, MD 21401-1907 |

DEPARTMENT OF EDUCATION

| | | |
|---|---|---|
| Building Security Officer Trainee Building Security Officer I Building Services Worker I/II Clerical Assistant Fiscal Accounts Clerk Trainee Grounds Keeper I/II Office Appliance Clerk I/II Office Clerk Assistant Office Processing Assistant Office Processing Clerk I Stock Clerk I | Department of Education 410-767-0019 | Human Resource Management 200 West Baltimore Street Baltimore, MD 21201 |
|---|---|---|

DEPARTMENT OF NATURAL RESOURCES

| | | |
|-----------|---|--|
| Sailor II | Department of Natural Resources 410-260-8070 or (877) 620-8367 | Human Resources-Personnel Office 580 Taylor Avenue, E3 Annapolis, MD 21401 |
|-----------|---|--|

DEPARTMENT OF GENERAL SERVICES

| BALTIMORE PUBLIC BUILDINGS AND GROUNDS | | |
|---|--|---|
| Building Security Officer Trainee Building Security Officer I Building Services Worker I Grounds Keeper I Office Processing Assistant Stock Clerk I Telephone Operator II | Department of General Services 410-767-4985 | Personnel Division 301 West Preston Street Room 1309 Baltimore, MD 21201 |

DEPARTMENT OF HUMAN RESOURCES

| | | |
|--|---|---|
| Building Services Worker I/II Clerical Assistant Data Entry Operator I Family Support Worker Trainee Office Appliance Clerk I/II | Department of Human Resources 410-767-7667 | Saratoga State Center 311 West Saratoga Street Room #364 Baltimore, MD 21201 |
|--|---|---|

WORKFORCE AND TECHNOLOGY CENTER

| | | |
|--|--|---|
| Building Services Worker I/II Grounds Keeper I/II | Workforce and Technology Center (Division of Rehabilitation Services) 410-554-9393 or TTY/TDD: 410-554-9399 | Personnel Office 2301 Argonne Drive Baltimore, MD 21218 |
|--|--|---|

MARYLAND SCHOOL FOR THE DEAF

| | | |
|---|--|--|
| Building Services Worker I/II Food Service Worker I Grounds Keeper I/II | Maryland School for the Deaf 301-360-2008 Or Columbia 410-480-4517 | 101 Clarke Place Box 250 Frederick, MD 21705-0250 Or P. O. Box 894 Columbia, MD 21044-0894 |
|---|--|--|

MILITARY DEPARTMENT

| | | |
|--|-------------------------------------|---|
| Building Security Officer Trainee Building Security Officer I Building Services Worker I/II Grounds Keeper I/II | Military Department 410-234-3838 | State Personnel Office, Room B10 5th Regiment Armory Baltimore, MD 21201-2288 |
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STATE RETIREMENT AGENCY OF MARYLAND

| | | |
|--|--|--|
| DP Production Control Specialist Trainee Fiscal Accounts Clerk Trainee | State Retirement Agency of Maryland 410-625-5539 | 120 East Baltimore Street Baltimore, MD 21202 |
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STATE COLLEGES/UNIVERSITIES

BOWIE STATE UNIVERSITY, Bowie, MD 20715, www.bowiestate.edu, 301-860-3450; hr@bowiestate.edu.
Contact the university for a list of positions.

COPPIN STATE UNIVERSITY, 2500 West North Ave., Baltimore, MD 21216, 410-951-3666;
www.coppin.edu/ . Contact the university for a list of positions.

FROSTBURG STATE UNIVERSITY, Frostburg, MD 21532

Contact Allegany County One-Stop Job Center, McMullen Building, 138 Baltimore Street, Cumberland, Maryland 21502; ask for Employment Opportunities with Frostburg State University. (301) 687-4105; www.frostburg.edu.

MORGAN STATE UNIVERSITY, 1700 E. Coldspring Lane, Baltimore, MD 21251, 443-885-3195;
www.morgan.edu/employment/jobs.asp. Contact the university for a list of positions.

SALISBURY STATE UNIVERSITY, 1101 Camden Ave, Salisbury, MD 21801; 410-543-6035;
www.salisbury.edu . Contact the university for a list of positions.

TOWSON UNIVERSITY, Towson, MD 21204, 410-704-2162; www.towson.edu .
Contact the university for a list of positions.

UNIVERSITY OF BALTIMORE, 1030 N. Charles St., 3rd Floor, Baltimore, MD 21201, 410-837-5410; Attn: Sally Brown; www.ubalt.edu . Contact the university for a list of positions.

UNIVERSITY OF MARYLAND, COLLEGE PARK, 1104 Chesapeake Building, College Park, MD 20742; 301-405-5679 or Job Line 301-405-5677; www.umd.edu/ . Contact the university for a list of positions.

UNIVERSITY OF MARYLAND, BALTIMORE, Office of Human Resources, 110 S. Paca St., 2nd Floor, Baltimore, MD 21201; 410-706-7171; www.umaryland.edu/jobs. Contact the university for a list of positions.

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY (UMBC), 1000 Hilltop Circle, Baltimore, MD 21250, Job Line 410-455-1100 or Voice/TTY 410-455-3233; www.umbc.edu/hr.
Contact the university for a list of positions.

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Medical/Health Insurance Plans: <ul style="list-style-type: none"> <u>PPO Plans</u> <ul style="list-style-type: none"> ▪ CareFirst Blue Cross/Blue Shield PPO ▪ MLH-Eagle (MAMSI) <u>POS Plans</u> <ul style="list-style-type: none"> ▪ CareFirst Blue Cross/Blue Shield MPOS ▪ M.D. IPA Preferred ▪ Aetna QPOS <u>HMO Plans</u> <ul style="list-style-type: none"> ▪ CareFirst Blue Cross/Blue Shield ▪ Blue Choice ▪ Optimum Choice (MAMSI) ▪ Kaiser Permanente ✓ Prescription Plan ✓ Dental Plans: <ul style="list-style-type: none"> ▪ United Concordia DPPO ▪ United Concordia DHMO ▪ Dental Benefit Providers DHMO ✓ Term Life Insurance Plan ✓ Personal Accidental Death and Dismemberment Plan ✓ Long Term Care Plan ✓ Most Health Plans include a Vision Plan ✓ Flexible Spending Accounts: <ul style="list-style-type: none"> ▪ Health Care Spending Accounts ▪ Daycare Spending Accounts ✓ State Retirement and Pension System <ul style="list-style-type: none"> ▪ Employees are vested in the pension system after five years of employment Tax-deferred supplemental retirement savings plans: <ul style="list-style-type: none"> ▪ 457 ▪ 403(b) ▪ 401(k) ▪ 401(a) match plan | <ul style="list-style-type: none"> ✓ SECU Credit Union ✓ Direct Deposit ✓ Savings Bonds ✓ Maryland Prepaid College Savings Plans ✓ Paid Holidays: 11-12 per year ✓ Annual Leave <ul style="list-style-type: none"> ▪ Up to five years of State service, 10 days earned per year ▪ Five to 10 years of State service, 15 days earned per year ▪ 10-20 years of State service, 20 days earned per year ▪ 20+ years of State service, 25 earned per year ▪ Employees may carry over up to 10 weeks of annual leave per year ✓ Personal Leave: Six days per year ✓ Sick Leave: 15 days per year, unlimited accrual ✓ Compensatory Leave ✓ Military Leave ✓ Leave Bank and Employee-to-Employee Leave Donations ✓ Employee Assistance Program ✓ Flextime and Teleworking opportunities for some positions |
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* Please note that the benefit information provided pertains to full-time, permanent employees. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.

HOW TO LOCATE AND APPLY FOR OTHER STATE RECRUITMENTS

For additional health related recruitments, please check the Maryland Department of Health and Mental Hygiene website: <http://www.dhmf.state.md.us/testing/recruit.htm>.

To view or apply for other current recruitments, please check the MD State Jobs Website: www.dbm.maryland.gov. Scroll over “*Job Seekers*” and then click “*Current Recruitments*.”

To apply for other current recruitments or request additional information (such as a salary scale, classification specification sheets, job announcements, etc.):

Call: Local 410-767-4850
Toll Free 800-705-3493
TTY/TT users call, Maryland
Relay Service: 800-735-2258

Write: Maryland Department of Budget and Management
Office of Personnel Services and Benefits
Recruitment and Examination Division
301 West Preston Street
Baltimore, Maryland 21201

Please note: Separate Interview and Hire applications are required for each position. Legible photocopies of applications may be used providing they include the correct classification titles with an original signature and are on standard size paper (8 ½" X 11").